## FOR DEPARTMENT USE ONLY STATE OF ARKANSAS **AR941M Monthly Withholding Report** Make your check payable to: Department of Finance & Administration Zip Key Period Covered Due Date **ID Number** If you are no longer withholding Arkansas tax, Address Change Reason Closed indicate the date you stopped. (MM/DD/YY) (See back for instructions) ulletTax Withheld Business Name: \_\_\_ 2. Adjustments Address: Tax Due Interest 5. Penalty Amount Paid DO NOT MARK IN BOXES A, B, C, OR D. - FOR OFFICE USE ONLY C. • D. • B. • I declare under penalties of perjury that I have examined this return and to the best of my knowledge and belief, it is a true, correct and complete return.

# **INSTRUCTIONS**

### PERIOD COVERED AND DUE DATE

Enter the reporting period and due date for this coupon. You can only report one period per coupon. All new accounts are reported and paid on the 15<sup>th</sup> of the following month. There is no quarterly filing.

## **ID NUMBER**

Enter your Federal Identification Number.

#### **ZIP KEY**

Signature \_

Enter your 5-digit Zip Code.

#### DATE CLOSED

Enter the day the business closed or stopped withholding Arkansas taxes. This will close your withholding account with the State of Arkansas until you re-register your business for withholding purposes.

## **REASON CLOSED**

Enter the number of the appropriate reason.

- 1. Business discontinued.
- 2. Business transferred to successor.
- 3. Change in organization.
- 4. Discharged all employees but continuing business.
- 5. Other. (Specify):

#### **TAX WITHHELD**

Date \_\_\_\_\_

Enter the total amount of Arkansas Income Tax withheld for this reporting period.

Telephone \_\_\_\_\_

## **ADJUSTMENTS**

Enter any adjustment to be deducted from the amount you will pay for this period. You must include a detailed explanation of any adjustment you list.

#### **TAX DUE**

Subtract the adjustment amount from tax withheld.

## INTEREST AND PENALTY

List any Interest or Penalty amounts included with this report if your report is made past the due date.

## **AMOUNT PAID**

Add the Tax Due, Interest and Penalty amounts.

## MAKE YOUR CHECK OR MONEY ORDER PAYABLE TO:

Department of Finance and Administration

# MAIL TO:

P.O. Box 9941, Little Rock, Arkansas 72203-9941